

BATON ROUGE POLICE DEPARTMENT

General Order
No.100

Effective Date
11-01-1994

Revised Date
6-01-2016

Subject: Authority and Organization of the Department

Reviewed 6/1/16

POWERS AND DUTIES OF THE DEPARTMENT

Powers and duties of the Baton Rouge Police Department are found in the City-Parish Plan of Government, Section 6.01, which states:

"The police department shall be responsible within the city limits for the preservation of public peace and order, the prevention of crime, and the apprehension of criminals, the protection of the rights of persons and property, and the enforcement of the laws of the state and the ordinances of the council. All members of the department shall have the same powers and duties with respect to the enforcement of criminal laws as are now or may hereafter be conferred by the laws of the state on police officers."

I. Jurisdiction

- A. Officers of the Department shall have jurisdiction to enforce the laws of the state, parish, and city in all areas located within the city limits of Baton Rouge.
- B. There are areas located within the city limits, however, where jurisdiction is shared with other agencies, and where members of the Department shall defer to members of such agencies. Examples of such areas are as follows:
 - 1. Louisiana State University and Southern University - The Department shall be the primary enforcer of laws for traffic and other violations occurring on multi-lane highways and primary streets bordering and located upon the campuses. All other streets, roads, buildings, and facilities will be patrolled and policed by the respective campus police departments. Should an officer of the Department have need to enter campus buildings or facilities to effect an arrest, execute a warrant, or conduct other investigative activities, he should coordinate such actions with the appropriate campus police department.
 - 2. State Capitol / Governor's Mansion / State Buildings - The Department shall be the primary enforcer of laws for traffic and other violations occurring on multi-lane highways and primary streets bordering and located upon the grounds of the Louisiana State Capitol complex and the Governor's Mansion. All other streets, roads, buildings, and facilities will be patrolled and policed by the Louisiana State Police office of Department of Public Safety (DPS). Should an officer of the Department have need to enter any buildings or facilities located within the state capitol grounds or Governor's Mansion grounds to effect an arrest, execute a warrant, or conduct other investigative activities, he should coordinate such actions with the Louisiana State Police/DPS. The Department shall be the primary enforcer of laws for traffic and other violations occurring on multi-lane highways and primary streets bordering and located upon the grounds of any other state office buildings located within the city limits. The Department shall also be the primary enforcer of laws for traffic and any other violations occurring on any other streets, roadways, buildings, or facilities located upon the grounds of any state office building or complex located within the city limits, with the exceptions of the State Capitol and Governor's Mansion. In all instances of

BATON ROUGE POLICE DEPARTMENT

General Order
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felonies occurring on state-owned property, the Louisiana State Police/DPS shall be notified as well.

3. United States District Court / Federal Buildings - The United States Marshals shall be the primary enforcer of laws for all violations occurring at the United States District Court building, located at 707 Florida Boulevard. Officers of the Department should not take any enforcement action on United States District Court property unless accompanied by, or requested by, a United States Marshal. The Department shall be the primary enforcer of violations of state, parish, and municipal laws and ordinances occurring on or within all other property owned by the United States government, but located within the city limits. However, crimes occurring upon federal property often also result in a concurrent violation of federal laws, and the appropriate federal enforcement agency, usually the Federal Bureau of Investigation, shall also be notified in such cases.
4. United States Military Facilities - The Department shall be the primary enforcer of laws for all violations of state, parish, and municipal laws and ordinances occurring on or within property used as a military recruiting office and located within the city limits. Officers of the Department should not, however, enter any property, buildings, or facilities used as a military base, unless accompanied by, or requested by, the proper military police having jurisdiction over the property in question.
5. Baton Rouge Metropolitan Airport - The Department shall be the primary enforcer of laws for traffic and other violations occurring on multi-lane highways and primary streets bordering and located upon the grounds of the Baton Rouge Metropolitan Airport. All other streets, roads, buildings, and facilities will be patrolled and policed by the Baton Rouge Metropolitan Airport Police. Should an officer of the Department have need to enter any airport buildings or facilities to effect an arrest, execute a warrant, or conduct other investigative activities, he should coordinate such actions with the airport police.

None of the information contained in this order shall be construed so as to prevent an officer of the Department from responding to a request for assistance from another law enforcement agency or officer, or from responding to a request for emergency assistance from a citizen, where human life would be endangered without immediate action.

6. Jurisdiction Outside The City Limits - The Louisiana Revised Statutes, and Code of Criminal Procedure give certain guidelines and specific examples whereby police officers and ordinary citizens are given specific authority to take actions normally prohibited by law or statute. These instances are cited as follows:
 - a. A police officer "in close pursuit" of a person to be arrested, may enter another jurisdiction *within the state* for the purposes of effecting said arrest (LA C.Cr.P., Title V, Articles 204, 213).
 - b. Any private person (which would include police officer outside of his jurisdiction) may make an arrest when the person arrested has committed a felony, whether in or out of his presence (LA C.Cr.P., Title V, Article 214).

BATON ROUGE POLICE DEPARTMENT

General Order
No.100

Effective Date
11-01-1994

Revised Date
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Subject: Authority and Organization of the Department

Reviewed 6/1/16

- c. Any private person (which would include a police officer outside of his jurisdiction) may come to the aid of a peace officer making a lawful arrest, when requested, and is considered a peace officer for such purposes (LA C.Cr.P., Title V, Article 219).
- d. The articles cited above give general guidelines of conduct that is permissible, but not required, under state law. In some specific instances, however, Department policies, procedures, rules, or regulations may be more restrictive, and not allow such actions. **In such cases, conduct by members shall be guided and judged by Department standards, not state law.**

II. Organization of the Department

- A. The Department is organized into five major areas of responsibility:
 - 1. Police Administration
 - 2. The Uniform Patrol Bureau
 - 3. The Operational Service Bureau
 - 4. The Criminal Investigation Bureau
 - 5. The Special Operations Bureau
- B. The following ranks are established in the Baton Rouge Police Department, and used in the chain of command:
 - 1. Chief of Police
 - 2. Deputy Chief
 - 3. Major
 - 4. Captain
 - 5. Lieutenant
 - 6. Sergeant
 - 7. Corporal (6 years of service)
 - 8. Officer First Class (3 years of service)
 - 9. Officer
 - 10. Cadet

III. Organizational Responsibilities of the Department

- A. Police Administration

The City-Parish Plan of Government, Section 6.02. gives the Chief his authority: *"The chief of police shall be in direct command of the department and shall have power to appoint and remove all other officers and employees of the department. He shall assign all members of the department to their respective posts, shifts, details, and duties. He shall make rules and regulations consistent with this plan of government, the ordinances of the city council, and the laws of the state, concerning the operation*

BATON ROUGE POLICE DEPARTMENT

General Order
No.100

Effective Date
11-01-1994

Revised Date
6-01-2016

Subject: Authority and Organization of the Department

Reviewed 6/1/16

of the police department, the conduct of its officers and employees, and their equipment, training and discipline, and the penalties to be imposed for infraction of such rules and regulations, which when approved by the city council shall be binding on all members of the department."

The City-Parish Code of Ordinances also extends certain authority to the Chief of Police: *"The police force of the city shall be uniformed in such manner as may be prescribed by the chief of police."* (4:3) *"The members of the police department shall, in all things pertaining to their office, obey absolutely the orders and directions of the chief of police."*(4:55)

Police Administration consists of the Chief of Police, his personal office staff (Deputy Chief and Chief of Administrative Services), and the sections listed below. The Deputy Chief also commands the Department in the Chief's absence. The following sections report directly to the Chief of Police in the chain of command:

1. Office of the Police Legal Advisor - The Legal Advisor acts as an advisor to the Chief of Police and his staff on Department matters, to ensure conformity with existing laws and court decisions. He or she is available on a 24-hour basis to give legal counsel and advice on law enforcement problems to the entire Department. He or she furnishes legal advice and opinions to members through direct communications, written memoranda, publications, briefings, and formal instruction.
2. Accounting – The Accounting Office handles all accounts receivable and payable and prepares the department's annual budget.
3. Health and Safety - The Health and Safety officer analyzes conditions that may affect an officer's performance or result in loss of work time.
4. Homeland Security (Grants & Research) – Is the liaison to the Office of Emergency Preparedness and Homeland Security and coordinates all research, writing, reviewing, and securing state and federal grants. This office is also responsible for drafting the agency's multi-year strategic plan.
5. Internal Affairs – The Internal Affairs Division conducts investigations and maintains records on all complaints of wrong doing lodged against members.
6. Public Information Office – The Public Information Office acts as a liaison between the Department and members of the working news media. This office issues all formal releases of information and coordinates all relations between the news media and the Department, as well as publishing internal newsletters, managing the Department's Facebook page and other informational materials for members of the Department.

Staff Operations are under the command of the Administrative Services Commander. There are several divisions within this administrative branch. The following sections/divisions report directly to the Administrative Services Commander:

BATON ROUGE POLICE DEPARTMENT

General Order
No.100

Effective Date
11-01-1994

Revised Date
6-01-2016

Subject: Authority and Organization of the Department

Reviewed 6/1/16

1. Community Resources – This office acts as a liaison between the community and the Department. School Resources, Community Auditing, and Elderly Crime Victim Assistance are special programs within this division. Specifically the office is responsible for:
 - a. Establishing liaison with formal community organizations and other community groups.
 - b. Informing all personnel that they are responsible for achieving the agency's community involvement objectives.
 - c. Developing community involvement policies for the agency.
 - d. Publicizing agency objectives, problems, and successes.
 - e. Conveying information transmitted from citizens' organizations to the agency.
 - f. Improving agency practices bearing on police community interaction.
 - g. Identifying training needs through interviews with citizen representatives consultations with those involved in internal investigation and conferences with supervisors.
 - h. Establishing community groups where they are needed.
 - i. Provide training to crime prevention training to students and neighborhood watch groups.
 - j. Teaching the DARE Curriculum.
2. Operational Management - The Office of Operational Management is responsible for providing a wide range of services to the Chief of Police and the Department that includes coordinating travel of officers on Departmental business; conducting research on products and equipment; facilities management. This section also manages inventory control; it maintains inventory records of all Department-owned property. In addition, this office collaborates and exchanges information with other law enforcement agencies regarding operations and performing other administrative tasks at the discretion of the Chief of Police
4. Court Support – The Court Support Division is responsible for regulating the court appearances for all officers. This unit also serves subpoenas and other court documents to Departmental personnel.
5. Professional Standards – This office is responsible for providing to the Chief of Police an objective review of the agency's administrative and operational activities, facilities, property, equipment, and personnel outside the normal supervisory and/or line inspections. There are three main sections within this division that relate to departmental policies and procedures that support and focus on ensuring accreditation compliance.
 - a. The policy coordinator acts as a liaison between all operational components to maintain uniform policy and procedure within the Department. He/she is responsible for distributing policies and procedures.
 - b. Accreditation – The Accreditation Manager maintains records and determines compliance in accordance with CALEA standards.

BATON ROUGE POLICE DEPARTMENT

General Order
No.100

Effective Date
11-01-1994

Revised Date
6-01-2016

Subject: Authority and Organization of the Department

Reviewed 6/1/16

- c. Staff Inspections – This unit is responsible for the overall evaluation and monitoring of each unit within the agency to ascertain compliance with agency standards and directives. This unit also develops and monitors corrective actions when warranted to ensure compliance.
 - 6 Extra Duty – This unit is responsible for the management and oversight of the agency's Extra-Duty, Secondary Employment, and Courtesy Dwelling program. All records pertaining to this program and monitored and maintained within this office.
 - 7 Mayor's Security – This team of sworn officers are assigned to protect the East Baton Rouge Parish Mayor/President, his immediate family and other dignitaries as designated by the Mayor. The Mayoral Protection detail will assist other dignitary protection staff when they are in the jurisdiction of the City of Baton Rouge.
- B. The Uniform Patrol Bureau – The Uniform Patrol Bureau is the backbone of all police departments. This bureau is responsible for providing general police services to all citizens of the community. The following sections report directly to the Commander of Uniform Patrol in the chain of command:
- 1. Uniform Patrol Division – The Uniform Patrol Division is responsible for patrolling all areas of the city, responding to call from citizens, conducting preliminary investigations of all crimes, and enforcing both criminal and traffic laws. The Uniform Patrol Division is divided into four geographical patrol sections, known as Districts:
 - a. First District – the 1st District Precinct is located at 4445 Plank Road. The area patrolled is roughly boarded on the north and east by Evangeline and Airline Highway, on the west by the Mississippi River and Scenic Highway, and on the south by Florida Boulevard.
 - b. Second District – The 2nd District Precinct is located at 2265 Highland Road. The area patrolled is roughly bordered on the north by Florida Boulevard, on the west by the Mississippi River, on the south by Bayou Fountain, and on the west by Bluebonnet Highway, Essen Lane, Jefferson Highway, and Lobdell Avenue. Building Security and Housing Authority activities are also under the command of Second District.
 - c. Third District – The 3rd District Precinct is located at 9000 Airline Highway (Police Headquarters). The area patrolled is roughly boarded on the north by Greenwell Springs Road and the South Choctaw Drive Extension (railroad tracks), on the west by Airline Highway and Lobdell Avenue, on the east by North Stevendale, Lively Bayou, O'Neal Lane, Jones Creek Road and Stumberg Lane, and on the south by Airline Highway and The Mall of Louisiana.

BATON ROUGE POLICE DEPARTMENT

General Order
No.100

Effective Date
11-01-1994

Revised Date
6-01-2016

Subject: Authority and Organization of the Department

Reviewed 6/1/16

- d. Fourth District – The 4th District Precinct is located at 8227 Scenic Highway. The area patrolled is roughly boarded on the north by Blount Road and Thomas Road, on the west by the Mississippi River, on the east by Buttonwood Drive, McClelland Drive, and Plank Road, and on the south by Evangeline and Airline Highway.
 - e. Fifth District – The 5th District Precinct is responsible for patrolling the downtown business area on police bicycles.
 - 2. Misdemeanor Investigations – The Misdemeanor Investigation unit is responsible for conducting follow-up investigations of misdemeanor crimes.
 - 3. Street Crimes Unit – This specialized unit is focused on reducing and eliminating violent crimes in targeted hot spots. This team of highly trained officers also works to increase community involvement in crime reduction strategies as part of the agency's crime reduction objectives.
 - 4. Night Commander – Responsible for command and general oversight of operations of the Department at night.
- C. Operational Services Bureau – The Operations Service Bureau contains the primary records depositories of the Department, as well as specialized divisions who in various ways support the basic police mission.
 - 1. Bicycle Registration Division – The Bicycle Division is responsible for registering and licensing all bicycles sold and ridden in the city, as well as enforcing applicable bicycle traffic ordinances. This division also is responsible for storage and disposition of all bicycles seized or impounded by the Department.
 - 2. Crime Statistics – The Crime Statistics Unit manages the FBI Uniform Crime Reports and provides statistically oriented data to other BRPD divisions and outside agencies.
 - 3. Training Services Division – The Training Services Unit is responsible for the recruitment and training of all prospective sworn personnel and newly hired officers.
 - a. Training Academy – The Training Academy is responsible for the formal law enforcement training of all sworn personnel and the in-service training and re-certification of existing personnel in all aspects of law enforcement as well as the maintenance of records relating to such training.
 - b. Firearms Training – The Firearms Training section is responsible for all training of potential, newly hired, and existing personnel in the area of firearms safety and proficiency.
 - c. Recruiting – The Recruiting section is responsible for seeking and interviewing prospective employees, conducting all necessary background checks and tests, and providing a list of qualified and recommended candidates for employment as officers and other personnel under the Municipal Fire and Police Civil Service Board.

BATON ROUGE POLICE DEPARTMENT

General Order
No.100

Effective Date
11-01-1994

Revised Date
6-01-2016

Subject: Authority and Organization of the Department

Reviewed 6/1/16

4. Technological Support Division - The Technological Support Division is responsible for the management of electronic data throughout the department. There are three section within his division; they are as follows:
 - a. Mobile Data – The Mobile Data section is responsible for the operational readiness of in-car mobile terminals. Oversight includes updating terminals, assigning ORI's and the radio tower/phone lines.
 - b. Computer Operations – The Computer Operations section is responsible for operational readiness of Police Department LAN PCs, servers and software support. This unit is also responsible for computer programming and development, maintenance, and support of in-house computer programs including MSSQL and other databases.
 - c. Mobile Video – The Mobile Video section is responsible for the management and operational readiness of mobile video recording equipment, including storage, security, and duplication of data for evidentiary proceedings.
5. Fingerprint Identification Division - Fingerprint and Identification section operates as an identification unit, analyzing, comparing, cataloguing, and classifying submitted fingerprints. This division is also, responsible for managing the AFIS system and initiating or creating the arrest history of persons arrested by members of this department. Organizationally grouped within this unit is Sex Offender registration.
6. Latent Division – The Latent Division receives and compares latent prints to known fingerprints. The division enters latents into the Automated Fingerprint Identification System (AFIS) and makes comparisons of resulting respondents.
7. Communications Division - The Communications Division is responsible for proper routing of all telephone calls to the Department. This division receives and processes all requests for police services. Communications personnel dispatch, via radio, the appropriate police units to investigate and assist as needed.
8. Criminal Records Unit – The Criminal Records section is the central repository of written reports and documents of the department. Criminal Records is responsible for the processing of criminal reports, criminal history updates, and produces certified histories and reports for public distribution.
9. Crime Information Unit - The CIU section is responsible for providing criminal information to law enforcement officers, operating the National Crime Information Center computer (inputting/validating information originating with this Department) and LEMS system, maintaining active arrest warrants, receiving and distributing advisories from other agencies, and, for dissemination to other interested agencies. The CIU section is accessible on a 24-hour basis.
10. Traffic Records Unit - This section is responsible for the maintenance of a central traffic records system, providing certified report production, a public counter service facility, and a system for traffic information storage, retrieval, and disposition.

BATON ROUGE POLICE DEPARTMENT

General Order
No.100

Effective Date
11-01-1994

Revised Date
6-01-2016

Subject: Authority and Organization of the Department

Reviewed 6/1/16

11. Alarm Enforcement - The Alarm Enforcement section is responsible for enforcement, licensing, regulating, maintaining statistics upon, and collecting fees from, alarm users in the city. The Licensing section is responsible for issuing licenses and maintaining records on all persons licensed by the Chief of Police.
 12. Fleet Management Division – The Fleet Management Division is responsible for all aspect of managing, assigning, and maintaining the fleet of vehicles owned and operated by the Department.
 13. Supply Division – The Supply Office is responsible for purchase, storage, disbursement and record keeping of all Departmental issued equipment and supplies (excluding firearms).
- D. Criminal Investigations Bureau – The Criminal Investigation Bureau conducts a wide array of follow-up investigation of primarily felony crimes. There are six major divisions within the Criminal Investigations Bureau.
1. General Detectives Division
 - a. Financial Crimes Division includes the following sections – The Financial Crimes Division is responsible for investigating crime involving the fraudulent use of access cards and forgeries of negotiable documents.
 - a. Auto Theft – The Auto Theft Division is responsible for conducting follow-up investigation of auto thefts and unauthorized use of a movable.
 - b. Impound Unit – The Impound Unit coordinates all records and information relating to vehicles stored and impounded by the Department. It is also responsible for the abatement of nuisance vehicles.
 - c. Burglary Division – The Burglary Division is responsible for coordinating all follow-up investigations of burglaries, as well as recovery of stolen property from local pawn shops and major thefts (including felony thefts)
 - d. Pawn Shop – The Pawn Shop Unit is a special unit within the CIB Bureau that is responsible for investigating and following up on any stolen items that were pawned or sold to pawn shops.
 - e. Evidence Unit - The Evidence section is responsible for the management, maintenance, collection, storage, cataloguing, and disposition of all evidence and property seized by or turned into the Department.
 - f. Special Victims Unit – The Special Victims Unit is responsible for investigating and conducting follow-up on all cases involving sex crimes against/upon an individual (this includes juveniles whether or not the juvenile is a victim or suspect). This unit is further divided into two smaller sections with distinct objectives; they are as follows:
 1. Missing Persons Unit
 2. Sex Offender Registration

BATON ROUGE POLICE DEPARTMENT

General Order
No.100

Effective Date
11-01-1994

Revised Date
6-01-2016

Subject: Authority and Organization of the Department

Reviewed 6/1/16

2. Narcotics Division – The Narcotics Division is responsible for investigating crimes involving illegal drugs as well as related vice crimes. This division also administers the following programs and has members on related task force units.
 - a. DEA Task Force
 - b. FBI Task Force
 - c. HIDTA
3. Violent Crimes Division – The Violent Crimes Division is responsible for investigating criminal cases involving death or when a life threatening injury has occurred. There are five (5) units within this division that deal with different aspects of violent crimes.
 - a. Homicide Unit – The Homicide Unit is responsible for investigating all criminal calls and cases where a death has occurred.
 - b. Major Assaults – The Major Assaults Unit is responsible for investigating all criminal calls and cases when a life threatening injury has occurred.
 - c. Armed Robbery Division – The Armed Robbery Division is responsible for investigating all follow-up armed robbery investigations.
 - d. Crime Scene – The Crime Scene Unit is responsible for assisting in investigations by taking photographs, sketching major crime scenes, collecting and tagging evidence and performing various scientific tests on suspects and/or evidence as needed.
4. Investigative Support Division – The Investigative Support Division is responsible for an array of activities to provide information, statistical data, and other resources that assist detectives. There are six (6) sections within this division; they are as follows:
 - a. Crime Stoppers Unit – The Crime Stoppers Unit is responsible for coordinating all facets of the Crime Stoppers program with local news media, businesses, and the public.
 - b. Crime Analyst Unit – The Crime Analyst Unit is responsible for collecting data and utilizing it to generate an array of reports relating to crime analysis, manpower allocation, and crime data trends.
 - c. Forensic Scientist – The Forensic Scientist is newly created unit with the Investigative Support Unit of the Criminal Investigations Bureau that is responsible for extensive data analysis of crime scene evidence.
 - d. ATF/USMS Task Force – Members of the BRPD serve on these special task units to work jointly with Parish and Federal Agents of the Alcohol Tobacco and Firearms Office and U.S. Marshall Service to investigate crimes and conduct joint operations.
 - e. TVOP – The Targeting Violent Offender Program unit manages information and provides notification and updates on violent and repeat offenders.

BATON ROUGE POLICE DEPARTMENT

General Order
No.100

Effective Date
11-01-1994

Revised Date
6-01-2016

Subject: Authority and Organization of the Department

Reviewed 6/1/16

- f. NIBN – The NIBN section is responsible for assisting firearms examiners to link criminal activity and solve open firearm cases by allowing the comparison of evidence with fired bullets, cartridge casing, and firearms recovered in other cities and states.
- 5. Intelligence Office – The Intelligence Office functions to gather information on both real and potential threats to the public peace, assimilate, and report such information to the Chief of Police.
- 6. Criminal Investigations Bureau High Tech Unit – The CIB High Tech Unit is responsible for investigating crimes involving the use of computers and other electronic devices. Detectives are also available as technical advisors to other units in cases where computers or other electronic devices may contain evidence.
- E. Special Operations Bureau – The Special Operations Bureau is sub-divided into two separate and distinct sections; they are the Traffic Division and Special Operations Unit. Each section manages specialized and unique operations which support the mission of the BRPD.
 - 1. Traffic Division – The Traffic Division is responsible for parking control, radar speed enforcement, motorcycle escort duty, and assisting the Uniform Patrol Division in selective traffic enforcement and accident investigation, as required, as well as special assignments at the discretion of the Chief of Police. The following sections are included in the Traffic Division;
 - a. Enforcement Motor/Radar – The Enforcement Motor/Radar section includes both traffic enforcement and motorcycle traffic patrol. The Motorcycle section concentrates on traffic enforcement and accident investigations. The Enforcement section focus is directed towards radar and speed enforcement and other special assignments at the discretion of the Chief of Police.
 - b. Investigation Traffic Homicide Unit/Hit & Run – This unit consist of two units; the Hit and Run unit and the Traffic Homicide Unit. The Hit and Run section investigates all traffic crashes where one or more drivers has left the scene. The Traffic Homicide Unit investigates all traffic crashes involving death or life threatening injuries and fleet crashes as directed by the Chief of Police.
 - c. School Crossing Guards – The School Crossing Guard Unit is staffed by civilians that are used to supplement police protection of children walking to and from schools during the regular school year.
 - d. DWI Task Force – The DWI Task Force is responsible for patrolling after dark, with a specific mission to spot, and take enforcement action against drunk drivers.

BATON ROUGE POLICE DEPARTMENT

General Order
No.100

Effective Date
11-01-1994

Revised Date
6-01-2016

Subject: Authority and Organization of the Department

Reviewed 6/1/16

2. Special Operations – The Special Operations Division is responsible for the management and oversight of all specialized units within the Department. The following six (6) specialized units are as follows:
 - a. Special Response Team – The SRT unit is responsible for the Crisis/Hostage Negotiation and Special Weapons and Tactics Unit of the Department. The SRT unit is tasked with the resolving of situations that have a high potential for violence or escalating into a violent situation. The SRT Unit also provides dignitary and VIP protection. The SRT Unit is not a full-time unit; it is comprised of officers with specialized training that are on-call.
 - b. Air Support Unit – The Air Support Unit's primary mission is to support the officers of this Department and to enhance the service provided to the community by its officers.
 - c. Explosives Unit – The Explosives Unit is responsible for on-scene and follow-up investigations of hazardous materials spills or fires, explosives, or crimes involving incendiary devices of all types.
 - d. Dive Team - The Dive Team is a specialized unit of trained divers that are responsible for underwater recovery and rescue.
 - e. Mounted Patrol – The Mounted Patrol Unit is available to the assist in the prevention and detection of crime, provide crowd control, and locating person(s) sought by the police. The Mounted Patrol Unit also promotes a positive and favorable public image through the interaction with the community and for other assigned duties.
 - f. K-9 Unit - The K-9 Unit is used for building searches, crowd control, tracking fleeing suspects, or searches for missing persons, or any other mission which could more effectively or more safely be carried out by trained police dogs than by police officers.
- F. The above listed offices, bureaus, divisions, and sections are all ultimately responsible to the Chief of Police. Further, the Chief of Police shall also have the power to restructure or reorganize any or all such areas of responsibility, as he sees fit, in order to increase efficiency and to better serve the citizens of Baton Rouge.